



**THE SCOTTISH LEGAL AID BOARD**  
**Criminal Legal Assistance Register**

Application by a firm, as recognised by the Law  
Society of Scotland, for registration

**FIRM**

*This form is for use by  
a firm of solicitors*

<b>Name of firm:</b>	<b>Firm legal aid code*:</b>
<b>Principal business address:</b>	
<b>Name of Compliance Manager:</b> <i>(see Code of Practice, paragraph 2.5)</i>	

*\*please include code if firm is already registered for Civil or Children's work - leave blank otherwise.*

**DECLARATION**

- I am the only solicitor connected to the firm (*please tick if not appropriate*  ).
- As Compliance Manager/sole practitioner in the above firm, I apply for the name of the firm to be entered in the Criminal Legal Assistance Register.
- I confirm that all the details contained in this application are correct.
- I DO  /DO NOT  set targets for staff in the firm(s) with which I am connected. I attach to this application a copy of the written instructions to staff relating to targets. (*\*please tick appropriate*)
- I confirm that the above firm complies with and will continue to comply with the [Code of Practice](#) in relation to Criminal Legal Assistance and I attach the documents referred to below.
- I confirm I will undertake the responsibilities of Compliance Manager as described in paragraph 2.6 of the above Code.

**Important information about your personal data**

The Scottish Legal Aid Board (SLAB) is a data controller. The information you provide in this form will be used to process your application to be registered to provide criminal legal assistance in accordance with the Legal Aid (Scotland) Act 1986 and any regulations made there under. Your personal data will be processed in accordance with the principals of the General Data Protection Regulation 2016.

In the process of dealing with your application, we may share your data with third parties, such as police authorities, court services, members of the public and the Law Society of Scotland. However we will not pass on information about you unless the law allows us to do so. We will retain the personal information provided in accordance with the requirements of our retention schedule then destroy or delete it in a secure manner.

Under the General Data Protection Regulation 2016, you have the right (subject to certain exemptions) to request access to the personal data we hold about you, to inspect it and to have it corrected if it is wrong. In addition you may also have rights to have your data erased or have your data moved and you will be able to object to processing if you believe it may be unlawful. Where SLAB are responsible for unlawfully processing or disclosing your personal data and it is likely to cause a high risk to your rights and freedoms we will make you aware of this. To request our personal data you should write to SLAB's Data Protection Officer. If you are unhappy with the response you get from the Data Protection Officer and wish to complain you should write to the Director of Corporate Services and Accounts.

..... (Signature) ..... (Date)

***Compliance Manager/sole practitioner***

If you have used your Law Society Smartcard to sign this document you can email it to [criminalregister@slab.org.uk](mailto:criminalregister@slab.org.uk) along with the supporting documentation you will outline below. If you have not you can print it off and complete it manually. You should then post it along with the supporting documentation to Receipts & Payments, Scottish Legal Aid Board, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE (DX 555250 General Mail, Edinburgh 30).

## CRIMINAL LEGAL ASSISTANCE REGISTER

Please tick the boxes to confirm that the following documentation accompanies the application form and, if applicable, indicate in the right hand column which section or page of your documentation refers to each point. You can view specimen answers in [Word](#) or [PDF](#) format for use when compiling your documentation.

### The following items must be supplied:

#### Section or page

<input type="checkbox"/>	1. Policy regarding standards for professional conduct (Code para. 3.1)	
<input type="checkbox"/>	2. Procedure for personal work and time recording (Code para. 5.1)	
<input type="checkbox"/>	3. Procedure for case recording (Code para. 5.3)	
<input type="checkbox"/>	4. Description of system of financial recording (Code para. 5.8)	
<input type="checkbox"/>	5. Procedure for training and sample training record (Code para. 2.13)	
<input type="checkbox"/>	6. Procedure for supervision of staff (Code para. 2.6)	
<input type="checkbox"/>	7. Procedure for document control (Code para. 5.5)	
<input type="checkbox"/>	8. Procedure for case review (Code para. 5.7)	
<input type="checkbox"/>	9. Procedure for client reporting	
<input type="checkbox"/>	10. Procedure for corrective action (Code para. 5.11)	
<input type="checkbox"/>	11. Written instructions to staff relating to targets	